



PROFILE

A competent professional with 6 years of experience in Banking. Energetic individual looking to showcase excellent presentation skills and transform theoretical knowledge of banking principles into practical applications. To work in a firm with a professional driven environment where I can utilize, and hone my technical and professional knowledge and skills which would enable me, to grow while fulfilling organizational goals.

CONTACT

PHONE:

971-568370847

EMAIL:

kyneha19@gmail.com

Current location:

DUBAI

NATIONALITY:

INDIAN

Date of Birth:

21/06/1990

Marital Status:

Married

Passport No:

M8723472

Language Known:

English, Malayalam & Hindi

NEHA VIJIL

BTECH & MTECH

EDUCATION

MTECH (Computer and Communication), KARUNYA UNIVERSITY(2012-2014)

BTECH (CS), Mahatma Gandhi university, (2008-2012)

WORK EXPERIENCE

- **First Abu Dhabi Bank**

Senior officer ,Process Management (April 2016-Till date)

- ✓ Dealing with Credit card and Personal Loan Application both conventional and islamic.
- ✓ Norkom clearance, CRM checking, Visa validation, Customer Connect checking
- ✓ Recommending KYCs as per the bank policies to the business units.
- ✓ Requesting and keeping track of credit check related to clients with other banks.
- ✓ Ensuring portfolio is within the acceptable credit and compliance standards.
- ✓ Performed financial and industry analyses and prepared supporting documentation for client credit approval
- ✓ Completed data entry for all complied information
- ✓ Assessed credit worthiness of applicants based on investigative findings
- ✓ Provided weekly and monthly MIS reports to all levels of Management
- ✓ UFTS raising from central bank portal

- **Idama Facilities Management**

Office Administrator (November 2015 – April 2016)

- ✓ Creating INVOICE, DOCUMENTATION, REPORTS
- ✓ Receiving and redirecting telephone calls.
- ✓ Raising and progressing purchase orders
- ✓ Coordinating office procedures.
- ✓ Making sure that information is quick and easy to locate.
- ✓ Ordering and maintaining office stationery and equipment's.

- **Chrysalis info solution (P) Ltd**

Software Programmer(May 2014 -Feb 25 2015)

- ✓ Java and C++ language

INTERPERSONAL SKILL

- ✓ Dedicated
- ✓ Empathetic
- ✓ Good leadership quality
- ✓ Effective team player.

PROJECTS UNDERTAKEN

1. Organization:-

Karunya University, Coimbatore

TITLE:-

Channel Coordination for Multi-Channel Wireless Networks

2. Organization:-

SNMIMT, Ernakulam

TITLE:-

Clandestine Civic Cyber Vigilante

IT PROFICIENCY

- ✓ Microsoft Office Excel, Microsoft Office Power Point
- ✓ Norkom clearance, CRM checking, Visa validation, Customer Connect checking
- ✓ Actively worked on MS SQL Server, MS Office, ASP.Net & Knowledge in Maximo Asset Management
- ✓ Languages :C,C++,JAVA,C#.Net,NS2,MATLAB, MS WORD,MS EXCEL
- ✓ Internet Technologies :HTML, JavaScript, JQUERY

ACHIEVEMENTS & CO-/EXTRA –CURRICULAR ACTIVITIE

- Completed training in AML – CFT,KYC, FATCA AND CRS,SACTIONS,2017,2018
- Got certificate on ASP.Net from Vidya academy of science and technology ,2015
- Participated in IEEE organized workshop on Network Simulator -3 (NS – 3),,2013
- Participated in National Workshop on The Application of Advanced Learning Techniques for Medical Image Diagnostics, 2013.
- Participated in a two days hands-on workshop on BOSS operating system, 2013.
- Participated in a three day training workshop on Power Communication (mPOWER), 2009.
- Completed a one and half month course on JAVA from IT Computer Mission, 2010.
- Got certification on Diploma in Software Engineering from Pentium Institute of Computer Technology, 2011.
- Got certification on Computer Teachers Training Course from Pentium Institute of Computer Technology, 2011.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

NEHA VIJIL